

Operation of Temporary Entertainment Event Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

Section 1 – Application Type (NOTE: Please refer to Council's current Fees & Charges for applicable fees)

Licence Type

- ☐ Class 1 Application >1000 People
- ☐ Class 2 Application 200-1000 People
- ☐ Class 3 Application <200 People

For your application to be assessed you must;

- Complete all relevant sections
- Provide all supporting information referred to on this form; and
- Submit with the relevant fee.

Completed applications must be submitted at least ten (10) days prior to the event. An event permit will not be issued if an incomplete application is made. Payment of the event permit fee is also required prior to an assessment of your application being made.

Section 2 – Applicant Details

Applicant Name

Postal Address

Contact Phone

B

H

M

Email Address

Onsite contact name

Onsite contact number

(Onsite contact will be responsible for ensuring compliance with the authorising local law before, during and after the event; handling general complaints which may be received; and liaising and communicating with the local government or an authorised person)

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753)

F: (07) 4945 0222

E: info@whitsundayrc.qld.gov.au

www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802

Section 3 – Business Details

Business Name					
Property Description	Lot		Plan		
Postal Address					
Contact Phone	B		H		M
Email Address					

Section 4 – Event Details

Event Name					
Event Location					
Description of event					
Event start date					
Event end date					
Event set up date					
Event pack up date					
Event start time					
Event finish time					
Anticipated attendance					

Section 5 – Amenity details

How many toilet facilities will be provided	You are required to supply an appropriate number of toilets based on your crowd estimate. Below is a table to assist you in assessing how many toilets are required for your event.
Male Female	
Disabled Handwash basins	

Toilet facilities for events where alcohol is not available					
MALES				FEMALES	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

Toilet facilities for events where alcohol is available					
MALES				FEMALES	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

Reducing toilet facilities for shorter duration events	
Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6hrs	75%
Less than 4hrs	70%

Section 6 – Amplified noise

Will amplification be used	Yes/No
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Section 7– Food and Alcohol

Will alcohol be sold at the event	Yes/No Please submit your original 'liquor licensing' application to Council for signature prior to submitting it to liquor licensing.
Will food be served or sold at the event	Yes/No if yes please complete details below
Food vendor name Food vendor license number Food vendor contact	
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Food vendor name Food vendor license number Food vendor contact	

Section 8 – Associated documentaion

	A copy of any registration, licence, permit or approval required under any other law
	A plan of the temporary entertainment event's venue (property boundaries, site entrances/exits, structures/buildings/facilities, advertising signs, emergency response station/s, registration and marshalling area/s, entertainment area/s, sewerage and water supply facilities, toilet facilities, litter/refuse facilities, approved liquor consumption areas/non-alcohol areas, food preparation/sale area/s)
	Details and drawings of buildings and other structural elements of the temporary entertainment event's venue
	If the application is for a circus – documentation to demonstrate that the circus complies with the National Consultative Committee for Animal Welfare (NCCAW) <i>Position Statement Number 26, recommended National Circus Standards</i> ;

	If the business or activity is to operate from a vehicle – a full description of that vehicle and its registration number
	A detailed statement of the nature of the entertainment to be provided at the temporary entertainment event and when the event is to be open to the public
	Provide details of arrangements have been made in regard to control and supervision of persons attending the event.
	If the applicant is not the owner of the temporary entertainment event's venue – written consent of the owner

Section 9 – Applicant Agreement with Local Government

Surname	
Given Name	

I acknowledge that any licence issued pursuant to this application shall be in accordance with the following conditions:

- a) The licence holder shall, at all times, keep indemnified the Council, its members, officers, employees and agents from all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on, or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the licence holder or its agents or employees or any of them in connection with any activity carried out or supporting to be carried out under the permit or in observance, fulfilment, non-observance, or non-fulfilment or any condition of the licence;
- b) The holder of the licence must take out a public liability insurance policy to the value of TWENTY MILLION DOLLARS (\$20,000,000.00) with the Local Government being endorsed as an interested party;

Signature		Date	
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Section 10 – Proof of Public Liability

NOTE: A copy of your Public Liability Insurance Policy must be attached to this completed application.

Name of Insurer	
Policy number	
Policy limit	
Expiry date	

Section 11 – How to Pay

In Person	Payment can be made at Council's Customer Service Centres in Proserpine, Bowen & Collinsville by cash, cheque, money order or credit card. EFTPOS facilities are available.
By Mail	Mail the entire notice together with your Cheque or Money Order, payable to: Whitsunday Regional Council PO Box 104 Proserpine QLD 4800



Indemnity Agreement

Indemnity Agreement

Agreement with Local Government, indemnifying the Local Government against claims for personal injury and damage to property in connection with the Licence.

Section 12 – Applicant/Indemnifier Details

Name			
Postal Address			
Business Address			
Contact Phone	B	H	M
Email Address			

Section 10 – Agreement

I, the proposed holder of a licence under Whitsunday Regional Council Local Law No. 1 (Administration) 2014, agree to enter into this binding agreement with Whitsunday Regional Council, indemnifying Whitsunday Regional Council against claims against the holder of the licence for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the licence.

Signature	Date
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Section 13 – Witness of Applicant/ Indemnifier's Signature

Witness Name	
Signature	Date

Section 14 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.